

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
DISEASE, DISABILITY, AND INJURY PREVENTION AND CONTROL SPECIAL EMPHASIS PANEL (SEP)
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
<p>The Disease, Disability, and Injury Prevention and Control Special Emphasis Panel is established under Section 222 of the Public Health Service Act, [42 U.S.C.§217a], as amended. The Panel is governed by the provisions of Public Law 92-463, as amended (5 U.S.C. App), which sets forth standards for the formation and use of advisory committees.</p>
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
<p>The Disease, Disability, and Injury Prevention and Control Special Emphasis Panel shall review applications and proposals for research projects, grants, and cooperative agreements, and conduct secondary reviews in order to provide advice and guidance to the Secretary, Department of Health and Human Services (HHS); the Director, Centers for Disease Control and Prevention (CDC), and the Administrator, Agency for Toxic Substances and Disease Registry (ATSDR), regarding the concept review, scientific and technical merit of grant and cooperative agreement assistance applications, and contract proposals relating to the causes, prevention, and control of diseases, disabilities, injuries, and impairments of public health significance; exposure to hazardous substances in the environment; health promotion and education; and other related activities that promote health and well-being.</p>
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>The Disease, Disability, and Injury Prevention and Control Special Emphasis Panel is a discretionary Federal Advisory Committee. The composition of the committee has been detailed in the committee charter. As stated in the charter, members and chairs will be selected on an "as needed" basis in response to specific applications, proposals, or proposed solicitations to be reviewed. Members and Chairs will be selected from outstanding authorities in the various fields of prevention and control of diseases, disabilities, and injuries. Members of other chartered HHS advisory committees may serve on the panel if their expertise is required.</p>

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

Close attention is given to equitable geographic distribution and to ethnic and gender representation so long as the effectiveness of the Committee is not impaired. Appointments shall be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, cultural, religious, or socioeconomic status.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The selection of members is a major professional responsibility of each advisory committee's Designated Federal Officer (DFO). The selection process involves long-range planning, and obtaining suggestions and information from many different sources. CDC draws upon numerous resources to select suitable nominees for membership such as:

- a. personal knowledge of both the required discipline and the scientists who are making significant research contributions to the field;
- b. review of CDC applicant and grantee files as well as curriculum vitae and publications of investigators;
- c. review of CDC's and NIH's enterprise-wide database system for potential nominees with specific expertise;
- d. solicitation of names from former and current committee members and other leaders in the field;
- e. consultation with scientific and professional staff of the various CDC Programmatic Offices;
- f. review of membership rosters of pertinent professional societies; and
- g. self-nominations from qualified individuals

SEPs have a fluid membership and individuals who serve on SEPs are designated to serve for only the meetings(s) they are requested to attend. Individuals who serve on SEPs are designated to serve by the DFO in charge of the meeting, usually through a letter to the individual inviting them to serve on a particular panel meeting.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

Not applicable.

(8) OTHER

Provide any additional information that supports the balance of the FAC

No additional information.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

May 10, 2016